

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

MINUTES OF REGULAR MEETING, November 16, 2010 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Mark Simmons, John L. Burnham, Gilbert Hayes, and Richard P. Pippin, Jr.
Members Absent: None
Others: Kathleen Pippin, Dale Nelson, Linda Sinsigallo, Chief Edward DeMarco, Deputy Chief Roger Hart, Kathy Mannette, Jack Mannette, Robert Little, Tom Muska, Rand Stanley, Paul Anderson, Lorie Whitten, Chris Wentworth, Thomas Stremper, Alan Baker, Nancy Masters, Jennifer DiMauro, and others
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:00 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectman
Mark Simmons, Deputy Selectman
John L. Burnham, Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

III. Approval of Minutes

Minutes of October 19, 2010 Regular Meeting

The Minutes of October 19, 2010 were omitted from the Board Members packet; therefore, the Minutes will be approved at the next Regular Meeting in December.

IV. Public Participation

Mr. Jack Mannette, 15 Old Ellington Road, Broad Brook, addressed the Board. He read from a letter referencing *Journal Inquirer* article of October 20, 2010 entitled "East Windsor Board of Selectmen plans informal 2011-2012 Budget Meeting". He indicated after reading the article, he felt it required a response. Within the article, the First Selectman was quoted that "last year the Finance Board chaired by Jack Mannette, held preliminary 2010-2011 Budget Meeting, which included the Finance Board and

Selectmen. The school board was at the meeting, but not invited to sit on the panel.” Mr. Mannette indicated there was no preliminary budget meeting held by the Board of Finance. However, there was an agenda item of the December 1, 2009 Board of Selectman Regular Meeting entitled “Budget Guidelines for 2010-2011”. The meeting was attended by members of the Board of Selectmen, Board of Finance, and Board of Education, including the Superintendent of Schools. All participants of this meeting were allowed to voice their opinion with regard to the 2010-2011 Budget. The minutes of this meeting clearly reflects the opinions and inputs. The conclusion of that meeting it was agreed that the 2010-2011 budget should result in a zero tax increase. The Chairman of the Board of Finance and the First Selectman worked jointly on a letter that communicated that the 2010-2011 budget should result in a zero tax increase. However, the Board of Selectmen approved a budget and submitted a budget 2010-2011 budget request which resulted in a 16% tax increase. The majority of the East Windsor taxpayers reacted to the recommendations and spoke by saying no in three referendums. The Board of Selectmen comments made with regard to the Board of Finance during the October 19, 2010 meeting were misleading and reflect a lack of factual information. The comments plus the Board of Selectmen’s recent actions appear to be a deliberate campaign through unsubstantiated accusations, threats and intimidation to discredit himself and the Board of Finance. Whatever the motivations, the Board of Finance will not be swayed and will continue to represent the taxpayers.

Mr. Tom Muska, 216 East Road, Broad Brook, addressed the Board. He wanted to comment that the government seems to get bigger and bigger and the private sector smaller and smaller. The State of Connecticut is a very small State; however, it is one of the largest employers in the State. The State of Connecticut has serious financial problems and he does not see the economy getting better any time soon. He hopes the Board of Selectmen and Board of Education understand the tough economic times and does not request an increase in their budgets.

Ms. Dale Nelson, 51 Omelia Road, addressed the Board. She commented that it was interesting to note that this meeting is being taped by two cameras and Mr. Jack Mannette is present to read a statement. She indicated she has in the past requested Mr. Mannette to step-down as Chairman of the Board of Finance and she will again at the next Board of Finance Meeting ask him to resign.

Ms. Chris Wentworth, 1E Town House Road, addressed the Board. She indicated she supports Mr. Jack Mannette. He represents the taxpayers of the Town of East Windsor. As a taxpayer, she is upset that unauthorized monies are being spent by the Town Departments. The taxpayers do not want their taxes to increase. She supports Mr. Mannette.

Mr. Thomas Stremper, 58 Harrington Road, Broad Brook, addressed the Board. He wanted to thank the Board of Selectmen for their service.

V. Communications**a. Ed Alibozek named WPCA Operator of the Year**

Ms. Menard indicated to the Board Members that Mr. Edward Alibozek was recently awarded the New England Water Environment Association, Inc. 2010 Operator of the Year Award for Connecticut. Ms. Menard indicated a copy of an article which was in the Journal Inquirer on October 30, 2010 was in their Board Packets. She congratulated Mr. Alibozek.

b. Thank you letter to Police Department and Chief DeMarco

Ms. Menard commented about a letter which was sent by Mr. Thomas Stremper, Member of the East Windsor Police Commission, thanking the East Windsor Police Department, Office Paul Ostriakis and Sargeant Jeff Chant for the ride along experience on October 16, 2010.

VI. Selectmen's Reports**a. Denise Menard, First Selectwoman**

Ms. Menard remarked about the new handicapped ramp and storm drain at the back entrance of the Town Hall. It was done with grant money that had been on the books for many, many years. A couple of years ago, Ms. Menard asked for approval to use the grant for improvements to the buildings that would help handicapped access, such as, push button doors in all the buildings, the new ramp at the Senior Center, and the latest improvement to the Town Hall has used up most of the funds available. However, if there is any monies left, small things like improved signage in the buildings and changing the door handles to ADA compliant.

Ms. Menard indicated she is working with the East Windsor Police Department and the Somers First Selectman, Lisa Pelligrini on a shared animal control function. Each Town's ACO would remain their respective Town's employee but would give better coverage and a shared facility. Somers's animal shelter is very expensive to run and East Windsor's is reasonable; therefore, interest in using the East Windsor facility. Further information will be forthcoming at another meeting.

She remarked about the Town audit, which is almost complete. She did meet with the auditor last week and the auditor indicated it went very well. Ms. Menard inquired with Ms. Cabral about the process this year and Ms. Cabral gave Ms. Menard a list of improvements which has been made during this year to help get the results we have received.

Ms. Menard indicated the Treasurer's office has advertised for some part-time help until the Lynn's position can be filled. The part-time position will be funded by the salary which is being saved by Lynn's vacancy.

Ms. Menard also mentioned the Supervisor's union has changed the officers recently: President Rand Stanley and Vice President Laura Clynch.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated he attended the recent Economic Development Commission meeting. The Commission is energized regarding the Route 140 Project. The Commission is hoping the project will attract new businesses to the area. Eventually, they will be presenting to the Board of Selectmen their proposals for approval to attract businesses.

Mr. Simmons commented on the Veteran's Day 5K Road Race which was held on November 6, 2010 and of the BMX fundraiser on November 7, 2010. The BMX hosted a duck race down the Scantic River. The cost was \$10.00 per duck. The event raised approximately \$1,600.

c. John L. Burnham, Selectmen

Mr. Burnham commented on the American Heritage River Commission hosted a river clean-up with help from Mr. Alan Baker. Mr. Burnham asked Mr. Baker to address the Board regarding the event. Mr. Baker stood up and indicated that approximately forty-five volunteers, Boy Scout Troop 89, and others came to the event and approximately two tons of trash was collected. He thanked everyone who volunteers and donated.

Mr. Burnham commented about the Korean War Veteran's Ceremony which took place last week honoring the Korean War Vets. He indicated it was a nice ceremony and he didn't realize how many Korean War Veterans the Town of East Windsor has.

d. Gilbert Hayes, Selectmen

Mr. Hayes commented an advisory meeting he and First Selectman Denise Menard attended at the Children's Place. He indicated the Advisory Board meets monthly. The idea is to try to incorporate the students there to get involved in town projects, such as, the river clean-up project. A new Superintendent has started at the Children's Place and they are trying to get a hold on the facility to try to decrease the awals and police calls.

Mr. Hayes mentioned the Veteran's Day 5K Road Race which took place on November 6, 2010, approximately 247 runners participated. It was very

successful. Mr. Ronald Walsh and Mr. Mark Simmons were honored for their service to the Veteran's Commission.

Mr. Hayes remarked about the Elderly Commission which are still in search of a program to present regarding safety instruction to be presented by the Police Department.

e. Richard P. Pippin, Selectmen

Mr. Pippin commented about the WPCA time table for the North Road Sewer Project. It is hoped the project will go out to bid in January, the bids will be open in February and the project will be awarded in March.

Mr. Pippin remarked about the East Windsor Housing Authority. Recently the United States Air Force painted two apartments and did cleanup of same. Presently, the East Windsor Housing Authority is waiting for a small city grant for future repairs and upgrades.

Mr. Pippin also commented about the six railroad crossings in the town which are not used still require traffic to stop before crossing. He will contact Becky of the Selectman's office to give the list of those crossings.

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen agree to add the following item to the agenda: X. Budget Matters (E) Revised Budget Overruns and Added Appropriations General Rules Policy.

VII. Board and Commission Resignations and Appointments

a. Resignations:

1. Michele Belisle, American Heritage River Commission

Ms. Belisle in a letter dated October 28, 2010, resigned from the American Heritage River Commission for personal reasons.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Michele Belisle, American Heritage River Commission, with deep regret.

2. Christopher C. Davis, Zoning Board of Appeals

Mr. Davis in a letter dated November 5, 2010, resigned from the Zoning Board of Appeals for personal reasons.

It was **MOVED** (Pippin) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Christopher C. Davis, Zoning Board of Appeals, with deep regret.

3. Jose Giner, Zoning Board of Appeals Alternate

Mr. Giner in a letter dated October 28, 2010, resigned from the Zoning Board of Appeals Alternate due to being named as a Full Member.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Zoning Board of Appeals Alternate.

b. Re-Appointments:

Water Pollution Control Authority

Thomas Davis, (U) to serve a four year term to expire 12/01/2014

It was **MOVED** (Pippin) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Thomas Davis, (U) to serve a four year term to expire December 1, 2014.

c. New Appointments:

BMX Skate Park Study Committee

Eve Arre, (U) as a regular member to serve an 18-month term to expire January 1, 2012

It was **MOVED** (Simmons) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the appointment of Eve Arre, (U) as a regular member to serve an 18-month term to expire January 1, 2012.

American Heritage River Commission

Alan Baker, (D) as a regular member to serve a four year term to expire November 1, 2015

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves the appointment of Alan Baker, (D) as a regular member to serve a four year term to expire November 1, 2015.

c. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review.

VIII. New Business**a. Discussion of question regarding Added Appropriations to include Chief DeMarco**

Ms. Menard introduced to the Board Chief DeMarco, Deputy Chief Hart, and Ms. Linda Sinsigallo, Chairwoman of the Police Commission. Ms. Menard began the discussion by giving all of the Board Members copies of Connecticut General Statutes Section 7-274 entitled "Establishment of town police commissions" and Section 7-276 entitled "Powers of commissioners". She indicated a discussion with Board of Finance Members, Ms. Catherine Cabral, and herself regarding added appropriations and transfer policy for the Police Commission and Board of Education. The policy regarding added appropriations has recently been revised to clarify the wording and will be discussed later in the meeting. However, the wording of the statutes indicates the Police Commission and Board of Education are responsible for the general management of their respective departments. Any potential overruns in the police department will be addressed by the Police Commission and Board of Education overruns will be presented to the Board of Finance.

Chief DeMarco addressed the Board indicating the department has been committed to working with the East Windsor Police Commission to keep a tight budget and to provide the Town of East Windsor public safety services for the past several years. However, due to unforeseen circumstances and beyond the control of the department, the present financial status of the police department is direr. Chief DeMarco and Deputy Chief Hart began explaining the reason for the projected deficit. The first two accounts discussed were Salary Accounts Nos. 102 and 103. Those accounts are used to pay for overtime as a result of time worked on holidays and other overtime pay. The agency has suffered the loss of personnel due to retirements and extended sick/workers' compensation leave which has resulted in unforeseen expenditures on holidays and on any other time employees take leave. The increase in overtime is necessary in order to meet contractual obligations specific to minimum manpower. The next Account No. 380 is entitled "uniform cleaning". The department received an increase from the uniform cleaning vendor. The amount reflects this increase which the department has to pay in order to meet the contractual obligations. The Account No. 430 entitled "vehicle maintenance" was discussed. With the condition of the department's fleet, unforeseen expenditures were seen in the area of large scale repairs. In addition, \$4,492.08 has been spent in tires for both regular and snow tires. The next account discussed was Account No. 431 entitled "building maintenance". In 2009/2010, the department suffered the loss of its part-time custodian. As approved by the East Windsor Police Commission, the department went with contracted services. With the budget reverted to the 2009/2010 fiscal year, the funds were not reflected in the operational side of the budget. The last account discussed was Account No. 603 entitled "vehicle

gas". The amount reflects an increase in price per gallon for gasoline. The total requested is in the amount of \$117,935. Chief DeMarco and Deputy Chief Hart indicated this amount would carry the department until the end of the fiscal year.

A lengthy discussion was held among Chief DeMarco, Deputy Chief Hart, and the Board Members regarding the projected expenditures. During the discussion, questions arose regarding recommendations to the Board of Finance and Town Meeting and what exactly was the process to get the funds appropriated. It was ultimately decided the presentation was given as a courtesy to the Board of Selectmen. The consensus of the Board of Selectmen was to have the Police Commission give the same presentation to the Board of Finance at their next Regular Meeting.

Board Recessed at 8:17 p.m.

Board Reconvened at 8:27 p.m.

b. Discussion of Scout Hall Improvements

Mr. Burnham introduced to the Board, Mr. Paul Anderson and Ms. Nancy Masters, representing the East Windsor Scout Hall Building Committee. She indicated the Scout Hall Committee is requesting permission to have 44 GE 205W solar panels be installed on the south roof of the barn. The equipment is worth approximately \$75,000 which will be no cost to the Town. The estimated average clean energy produced by the PV system is 900 kWh or an average of \$180/month of electricity. The lease does not have a monthly payment for 60 months and after the 60 months, the purchase of the PV system will be \$1.00 or have the system removed at no cost to the Town

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U)(J. Burnham abstained) that the Board of Selectmen authorizes First Selectman Denise Menard to sign and execute Agreements and Contracts, along with all necessary documents, on behalf of the Town of East Windsor with DCS Energy.

The second request the Scout Hall was asking for was approval for a pond on the property. A map was presented to the Board of Selectmen of the land and what area the proposed pond would be located. The pond will be used for skating in the winter months and fishing in the summer months. Plant life and other wildlife will be attracted to the site which will be able to be used in an educational setting.

A brief discussion regarding the proposal was held.

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U)(J. Burnham abstained) that the Board of Selectmen authorizes First Selectman

Denise Menard to sign and execute the application to the Wetland/Inland Commission for approval of a pond to be built on the property of Scout Hall to be used for recreational purposes.

c. Discussion of PILOT payment to include Jennifer DiMauro

Ms. Menard introduced Ms. Jennifer DiMauro, Director of East Windsor Housing Authority to the Board to discuss the PILOT payment information. She indicated last year the decrease in the PILOT payments. The department has been seeking small city grants in light of all the challenges. She gave to all the Board Members a document entitled “East Windsor Housing Authority Park Hill Complex, Projected PILOT Program Comparison 2010-2011”. The total projected revenue from rent is \$290,000, estimated expenditures are \$30,000, and projected revenue is approximately \$260,000. Requests can be made that payments be paid twice a year, once in July and January.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen authorizes split PILOT payments for 2010-2011 one being due on or about July 1, 2011 and the other being due on or about January 1, 2012.

d. Adopt Resolution Van from the State of CT for Senior Center

Ms. Menard indicated the Board of Selectmen must adopt a resolution in regards to the purchase of a van from the State of Connecticut for the Senior Center. A copy of the resolution was given to all Board Members for their review.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen approves Resolution authorizing Denise Menard, First Selectman, to sign and execute Agreements and Contracts, along with all necessary Agreement/Contract documents, on behalf of the Town of East Windsor with the Department of Transportation of the State of Connecticut.

e. Appointment of Rand Davis Stanley as Building Official

Ms. Menard introduced to the Board Mr. Rand Stanley, Building Official, and Ms. Laurie Whitten, Town Planner to discuss the appointment of Mr. Rand Stanley as the building official. Ms. Whitten recommended Mr. Stanley for the job which he has been serving for the past six years. A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Rand Davis Stanley to Building Official for a four year term appointment expiring December 1, 2014.

f. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated November 10, 2010 wherein Ms. Samantha Lee, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$1,595.97.

It was **MOVED** (Simmons) and **SECONDED** (Burnham) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,595.97 pursuant to the tax collector's request of November 10, 2010.

X. Unfinished Business**a. Discussion of Property Maintenance Code/possible Blight Ordinance**

Ms. Menard discussed this subject briefly indicating the subcommittee will be meeting to discuss this matter. She would like to get this matter concluded so properties and/or complaints can be forwarded onto an enforcement officer to look into those complaints. This subject will be discussed further at a future meeting.

b. Acceptance of Quarry Brook Open Space

Ms. Menard commented on the Quarry Brook Open Space and still inquired as to the reasons why the Town of East Windsor would be interested in purchasing same. The last time this subject was discussed, research regarding a bond for maintenance was going to be done and Board Members were going to go and look at the property.

c. Discussion regarding Voting Districts to include the Registrar of Voters.

Ms. Menard indicated there has been some discussion regarding consolidating voting districts or moving the districts. This subject will be postponed to discuss at a future meeting in January.

XI. Budget Matters**a. Monthly Budget Transfers**

Ms. Menard indicated there were three transfer requests this month which needed to be discussed. The first request from Ms. Laurie Whitten, Town

Planner is in the amount of \$5,000. She is proposing to hire a facilitator in order to conduct visioning/brainstorming workshop for the ultimate development of the Route 140 business corridor. The facilitator can administer a visioning workshop with all stakeholders, and through consensus building, utilize the results to aid staff and the PZC in proper implementation of goals through zoning regulations. She believes she can find approximately \$5,000 in her current budget that is no essential to fulfill the line item obligation. Most of the money would come from part-time salary line item, which half is not earmarked for payment. The remaining fund would come from lines such as postage, legal ads, and printing. At the regular meeting of November 9, 2010, the PZC voted in favor of this proposal.

A discussion was held among Ms. Whitten, Mr. Hayes, Mr. Simmons and Mr. Pippin regards to the transfer request. It was the general consensus due to the recent developments of other departments overruns, at this time this request should be discussed at a later date.

The next transfer request in the amount of \$1,200 from the Contingency Account to Building Department Vehicle Maintenance was discussed. Mr. Rand Stanley indicated given vehicle's age, general maintenance is necessary. The line was not funded last year and maintenance needs to be done on the vehicle. A discussion was held among the Board Members and Mr. Stanley. It was agreed to fund part of the line and Mr. Stanley agreed with the logic of same.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance the transfer of \$500 to Building Department/Vehicle Maintenance (Account 1125/430) from Contingency (Account 8410/Line 890) or account recommended by the Treasurer, and recommend to a town meeting if necessary.

The last transfer regarding overtime and salary accounts in the Treasurer's office due to the loss of a full time employee is that office. It was agreed this would be discussed at a future meeting.

b. Budgets by Department dated November 5, 2010

Ms. Menard gave a Budget by Department Report to all Board Members for their review. A brief discussion was held regarding that document.

c. October Gas, Oil, and MSW/Recycling Reports

Ms. Menard gave to the Board reports entitled "Unleaded Gasoline Amounts for Calendar Year 2010", Diesel for Use in Fiscal Year 2010-

2011”, Heating Oil Amounts for Fiscal Year 2010-2011”, “Heating Oil Amounts for Fiscal Year 2009-2010”, and “Municipal Solid Waste/Recycling Reporting Comparison”. Ms. Menard discussed each report in detail with the Board. A brief discussion was held regarding the reports given.

d. Bulky Waste Report

Ms. Menard gave to the Board reports entitled “Bulky Waste Drop Off Report” and “East Windsor Large Item Program”. Ms. Menard discussed each report in detail with the Board. A brief discussion was held regarding the reports given.

e. Revised Budget Overruns and Added Appropriations General Rules Policy

Ms. Menard gave to all Board Members a copy of the revised policy. Ms. Menard, Ms. Cabral, and Ms. Godeck have been working on the revision of the policy. She highlighted the actual changes which have been made and discussed them briefly. The section entitled “Department Budget Management” was reworded to be a little clear that then original policy.

A brief discussion was held.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen recommends to the Board of Finance and Treasurer’s Department adopt and implement the Revised Budget Overruns and Added Appropriations General Rules effective November 18, 2010”.

XII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Update regarding Legal Matters

It was **MOVED** (Burnham) and **SECONDED** (Simmons) **PASSED** (U) that the Board of Selectmen enters into Executive Session to continue to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 9:56 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 10:42 p.m.

XII. Adjournment

It was **MOVED** (Simmons) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the November 16, 2010 Regular Meeting at 10:43 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary